

Simonton Elementary School

Parent/Student Handbook

2022-2023



Tamara G. Perkins ~ Principal
Joe Sanfilippo ~ Assistant Principal

R. C. Simonton Elementary School
275 Simonton Road
Lawrenceville, Georgia 30045
Phone: (770) 513-6637 Fax: (770) 682-4197

<https://www.gcpsk12.org/SimontonES>

Simonton Vision

Simonton Elementary is committed to dynamic high quality instruction resulting in a passion for learning, leading, and excelling.

Belief Statement

“Every student every day, deserves to learn, lead, and excel”

Greetings to our Simonton Community,

I would like to take this opportunity to welcome you to Simonton Elementary School. Simonton Elementary School is a gem in the Central Gwinnett cluster. Our school takes great pride in creating a learning environment that is both rigorous and student centered. Teachers work diligently to meet the individual needs of our students while creating lessons that are engaging and relevant. At Simonton our daily instruction reflects our belief that every student every day deserves to learn, lead and excel.

Here at Simonton we recognize that parent involvement is a vital part of a child's academic success, and the importance of establishing a very close connection between the home and school. The partnership between the school and parents helps to create a nurturing school community.

If you are new to the community, we invite you to visit our school. Our website is also a great resource for additional information about Simonton Elementary School. We are excited to welcome you to the home of the Black Knights.

With Great Pride,

Ms. Tamara G. Perkins

Principal of Simonton Elementary School

R. C. Simonton Elementary School History

Richard Caldwell Simonton gave more than his name to Simonton Elementary. Indeed, the Barrow County administrator and Lilburn Elementary School teacher, who would eventually serve as Gwinnett County Superintendent, left a legacy. His love for learning and determination to succeed would permeate the walls of an elementary school not even built until 28 years after his death.

Simonton Elementary School has known six principals since its 1993 founding. Betty Robinson served from 1993 to 2002; Dr. Carolyn Ford from 2002 to 2004; Dr. Dot Schoeller from August 2004 to 2010; Dr. Chandra Walker from 2010 to January 2013 and Mr. Clifton Alexander from 2013 to 2019. Ms. Tamara Perkins has served as the principal since March 2019. For all of these leaders, the commitment to a quality education for all children has been of paramount importance.

Simonton is located on 17 acres just outside Lawrenceville's city limits. It is on this property that a story of great change and opportunity has unfolded within the past 29 years. From a beginning enrollment of 900 students in 1993, the population increased 24 percent to 1,183 by 1998. By 2002, the school's enrollment had skyrocketed 29 percent to 1,657 students. That year, a 10-classroom building addition inclusive of a computer lab and resource classrooms was opened.

In 1996-97 a rezoning relocated approximately 40 students to another cluster, a continuous influx of people into the community resulted in a 2003-2004 enrollment of 2,100 students with 46 classes located in portable classrooms. A new elementary school, Margaret Winn Holt, opened in August 2004, and redistricting relieved Simonton of 900 students. With the August 2010 opening of Jenkins Elementary School, redistricting relieved Simonton of approximately 200 students. During the 2022-2023 school year, Simonton opens its doors daily to approximately 700 students.

To foster community involvement, Simonton offers a variety of opportunities for parents. Parents are invited to participate in conferences, parent groups, and workshops that are offered at varying times of the day and evening. School-wide events foster relationships with families and assist them as they acquire new skills to help their children. Simonton's core belief is "Every student every day deserves to learn, lead and excel" A canvas of possibility, the school that bears the name of a dedicated educator cherishes each child that passes through her portals. At the end of the day, no matter the inevitable challenges, if the children have been helped, nurtured, and educated, that's what matters.

Ah, yes. Teach the children well. Mr. Simonton would be proud.

Academic Knowledge and Skills (AKS)

All parents will receive a grade level pamphlet providing a brief description of the AKS their child will be expected to learn during the school year. The AKS reflects the curriculum objectives students learn in each subject area and at each grade level. The AKS guarantees consistency in the curriculum across the district. Although how the students learn may vary from class to class and school to school, what students learn is the same. You will learn more about the AKS at Curriculum Night. A full description of the AKS can be found on the Gwinnett County Public School website.

Attendance

Learning hours are from 8:15 am to 2:45 pm daily. Children arriving after **8:15 am** are considered **tardy**. Students checked out before **11:30 am** will be marked absent. **Frequent tardiness and early checkouts negatively impact a students' academic performance.** State law requires that students attend school 180 days per year. Since most subjects are taught in sequence, regular attendance is essential to a student's success in school. Students are excused for the following absences: 1) personal illness 2) a death or serious illness in the immediate family; 3) religious holidays; 4) court orders and 5) Conditions which render school attendance impossible or hazardous to health and safety. For each absentee, a written excuse explaining the absence must be brought to school on the first day following the absence. Student absences are marked unexcused until a note, meeting the state approved guidelines, is sent to the school. By law, parents will be notified if their child misses more than 5 days of school. The state of Georgia considers 10 absences or tardies to be excessive. Parents of children with excessive absences or tardies can be reported to local and state agencies, which will result in meeting with the Student Attendance Review Committee (SARC).

Arrival/Dismissal of Students

Students are expected to be at school on time and not leave unless they have permission. Staff members are involved in planning, conferencing, and staff meetings prior to 7:45 am. Car riders should **NOT arrive** before this time. At 7:45 am students should be dropped off in the car-rider line on the right-hand side of the school, *not in the front office*. This is for their safety. There is no one on duty to supervise students prior to this time. **If students arrive after 8:15 am parents are to park in a regular parking space and escort their child to the office for check-in.** *School dismissal is at 2:45 pm.* Car riders must be picked up by 3:05 pm. After this time, car riders will be taken to the front office for parent contact. **Excessive incidents of late car rider pick up will result in a parent conference with school administrators and further action that may include the School Resource Officer and/or Division of Family and Children Services.**

Returning to school after hours- If you need to return to school to pick up something that has been forgotten, please call first to make sure your child's teacher will be here. *Due to confidentiality, we cannot let parents or students into classrooms after hours.* Thank you for understanding.

Birthdays

Birthday celebration snacks for the entire class should be left at the front office for the teacher and your child to give to the class. They should be store bought, ready to serve, require no refrigeration or cutting, and should not include colored drinks. Please be aware of allergies of students in the classroom and plan accordingly. **No class birthday parties or birthday favors (balloons, goody bags, hats, etc.) will be permitted.** Birthday invitations may not be sent to school unless every student in the class receives an invitation. Student phone numbers and addresses will not be shared with other families.

Cafeteria Information (770-513-6653)

We are very proud of our cafeteria and the nutritious meals served there. The school cafeteria is maintained as a service to students and parents and is a vital part of our health program. To encourage good nutrition, a well-balanced breakfast and lunch are served. The charge limit is **\$11.25**. Charges are not allowed for a la carte items. Once this is reached, students will receive their choice of entree and a courtesy water, no fruit or vegetable is provided.

Student lunch....\$2.25	Reduced Lunch...\$0.40	Student breakfast...\$1.50	Reduced breakfast\$0.30	Milk.... \$0.40
Soy milk.... \$0.60	Bottled water.... \$0.40/\$0.60	Adult breakfast.....\$2.50	Adult lunch.....\$3.75	

Applications for free and reduced breakfast/lunch are available online and at the local school throughout the school year. **Please do not bring fast food into the cafeteria.** Parents who come to eat lunch with their children should sit in the designated parent areas and **only with their child.** Glass bottles and cans can be a danger and should not be brought in lunches from home. Students must eat lunch before they get their ice cream. Water cannot be charged. There will be no charging as of **April 28, 2023**. Due to schedule changes and limited seating, there will be no lunch visitors on standardized testing days. These dates will be shared in the weekly Simonton Parent Newsletter.

Cell phones and electronic devices

Cell phones may be brought to school for after school use as long as they are turned off and left in the student's book bag at all times during the school day. If a phone is taken out during the school day, it will be taken up by the teacher, and the parent will need to come to the school to retrieve it. **No games should be brought to school at any time.** Students must follow teacher/school guidelines for device use. If you **DO NOT** want your child to participate in technology, appear in the morning news, or have candid photos taken of them throughout the year, please send a note clearly stating this to the front office.

Changes in School Records

In order to keep our records current, please notify the school registrar, in the office, immediately of a change in any of the following: address, home/business phone number of each parent and person to call in an emergency or when the parent cannot be reached.

Check in/our procedures

Students are checked in and out through the school office **ONLY**. **Students arriving after 8:15 am are considered tardy and must be accompanied by an adult into the office to check in.** Children will not be released from school at any unscheduled time without written explanation from parents and a signed "release register" on file in the office. For security reasons, anyone checking out a student must show a picture ID (i.e. Driver's License) prior to having a child released. **CHILDREN ARE RELEASED ONLY TO PERSONS DESIGNATED BY PARENTS ON THE EMERGENCY CONTACT LIST.** This is a safeguard for all children. Early checkouts should be reserved for special circumstances and not used on a regular basis. **There will be no student check outs after 2:15 p.m.** in order to provide a safe and timely dismissal for all students. Telephone, fax notes through Class Dojo or email requests for check-outs will not be honored.

Clinic (770) 513-6654

A clinic worker is available to provide first aid assistance to students. Please do not send your child to school when he/she is feeling ill and there is risk of infecting others. Parents/guardians will be called if a child is too ill to remain at school. Students with a fever will be sent home and need to be fever/symptom free (without medication) for 24 hours before returning to school. Parents should go to the office to sign out a child. If a parent wants to administer medication themselves at school to a student, this must take place in the clinic with school personnel present. For student safety we need to be aware of the medication and dosage in case there are any adverse reactions. The clinic worker is authorized to administer medications to students when proper paperwork is completed. Medications should always be in the original containers when brought to or picked up from school by an adult. Medication may not be brought to school by a student. These procedures are a safety precaution for your child, both on the bus and when they visit the clinic. Parents should inform the school if their child has a contagious disease.

Closing of School

In the event of severe weather or mechanical failure, the starting time of school may be delayed or school may be closed. Announcements will be made over the local television and radio stations. If no report is broadcast, school will be in session. Please do not call the school in an emergency. We will be focused on keeping your child safe and telephone lines need to be kept open for emergencies. Sign up for School Messenger and Class Dojo to receive timely information.

Communication – IMPORTANT

The Simonton Parent Newsletter will be sent electronically each week. If you prefer to receive a paper copy, you will need to indicate this to the homeroom teacher. This is our primary form of school-to-parent communication. Please make sure you read this each week to ensure you do not miss any important information or deadlines. Please check the website at gcpsk12.org/SimontonES regularly for updated information. You may sign up for text/email communication through School Messenger to receive timely information.

Counseling

The goal of school counseling is to remove barriers to student learning. The school counselor serves as a resource for all students and staff. The counselor supports new students and assists students who are affected by grief, anxiety, and peer issues. They also work with students on study skills, homework completion and test taking skills. Parent education is an additional component of the program. The counselor works with students through classroom guidance lessons, individual sessions and in small groups.

Emergency procedures

At all times, the safety of all students is of utmost importance. Fire, tornado and emergency lock down drills are held at intervals throughout the school year. Emergency instructions are posted in each classroom. The children will practice walking quickly and quietly to designated areas. If a child is injured on the playground, we also have procedures that are followed, and 911 is called as needed. Please be sure a current phone number is available so that we can reach you in an emergency. During an emergency, it may be necessary to transport your child by bus to another location. During inclement weather, students will remain at school until the county gives permission for dismissal.

Grading Practices

Progress reports are sent home twice a year (January and May). Interim grade reports will also be sent home several times during the school year. Parents may also access grades from the parent portal. Parent conferences are held once a semester. Teachers will contact parents to schedule these conferences. All students will be given an opportunity to retake most summative assessments if the score is below 80% however, students need to know that the assessment may be in a different format. The new grade entered will be a decimal grade combining both assessment grades and placed in the gradebook. Parents will be notified by the teacher when the opportunity to retake a summative assessment is available. Teachers may give the same test or teachers may create an alternate assessment. Retakes may not be requested after the original and retake assessments have been completed. Retake opportunities will be given at school during normal school hours.

Homeless Children and Youth

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll in, attend, and succeed in school and preschool. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K, and Title I Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services needed to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact one of our school counselors for more information.

Homework Guidelines

Meaningful homework can be a way for children to practice what they have learned in school, and in doing so, communicate the curriculum to the parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance

and encouragement. Homework is assigned Monday through Thursday for 10 - 50 minutes depending on the age of the child. Reading every night is expected in addition to homework assignments. All children in grades 3-5 use a *Student Agenda* to help communicate curriculum assignments.

Individuals with disabilities

It is the practice of Gwinnett County Public Schools to provide a free appropriate public education for individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

Lunchroom music

During lunch, music is played in the cafeteria. While the music is on, students do not talk and are encouraged to eat. This also helps to keep the noise level to a minimum. The music is on for 5 minutes (followed by 10 minutes when students may talk). This rotates throughout the lunch time which allows each class a total of 20 minutes to speak with classmates using an inside voice. (Note: Students also have 30 minutes of Teacher Directed Physical Education each day which gives additional time for them to talk with their classmates.)

Make up work policy

Student work missed due to an excused or unexcused absence will be given to the student upon returning to school. Please do not call the school on the day your child is absent and ask to pick up work for them to do that night. We believe if a child is too sick to come to school, they should be resting at home. They will be allowed to make up their missed work over a reasonable amount of time. This will be communicated to the parent by the teacher. Our Make Up Policy also applies to absences due to vacations.

Non-instructional items

Our school priority is teaching and learning. Non-instructional items, electronic toys, games and other devices are not permitted at school. Please make sure that these items remain at home. Students that are found to be in possession of these items at school will have them removed and given to an administrator until parent pick up. Students may not exchange money, sell, buy, trade, give or purchase items from another student during the school day, on the school bus, or at the school bus stop.

Parent Involvement

We are very fortunate to have many parents willing to help at Simonton ES. The PTA, Local School Council, and volunteering are all ways you can get involved at our school. Please contact your child's teacher or the Simonton PTA if you are interested in finding out more information about these opportunities. The role of a Simonton parent is vital to your child and to Simonton Elementary School. Students excel when you, the parent, are supportive in your child's education at home and in the school. We welcome and encourage parents to volunteer; however, we ask that parents who are here as volunteers (to read, cut out things, help with a project or event, etc.) not bring siblings/small children into the classrooms. This also applies to Class Celebrations. Parents and siblings are most welcome to come to support an event such as Field Day. We only ask that the children be supervised by an adult if the parent is busy volunteering. Siblings are welcome when a parent comes to have lunch with their child or when they are here to view a presentation in the classroom. Simonton loves to see family participation at PTA events, STEM/Literacy Night, and Movie Night, Fine Arts Chorus Concerts, Holiday Luncheons, etc. These are perfect times for the whole family to come together at school.

Registration

School officials must require the parent or guardian to provide proof of residency in the district and in Simonton's attendance zone at the time a student is initially enrolled in school. A student entering school for the first time must present at the time of registration an official copy of the birth certificate. Students must be five years old on or before September 1, of the current school year, to participate in kindergarten and six years old on or before September 1, of the current school year, to participate in first grade. Please see our school website or contact our school registrar for documents needed to complete the registration process.

Safety of Students

Learning in a safe environment is extremely important to the staff at Simonton. Please help us by letting the front office know if you see anything that might be unsafe on campus. Children are consistently supervised by teachers and other staff during the day from 7:45 a.m. until buses leave. Students may not be dropped off before 7:45a.m. unless they are involved in a school sponsored activity.

School Communication

Formal parent conferences are scheduled two times during the school year. Weekly folders are sent home on Friday by each classroom teacher to provide timely information about classroom, school and community events. Teachers are available for phone calls/meetings before or after the instructional day. Therefore, conferences should be scheduled in advance. If you would like to speak with a teacher regarding your child's progress, please contact the school or send the teacher an email. The weekly Simonton Parent Newsletter, SchoolMessenger, Class Dojo, Facebook, Twitter and the school website www.gcpsk12.org/SimontonES are other forms of communication used to relay information to parents.

School Contribution Requests

The school requests a \$10.00 supply contribution and \$15.00 technology fee as approved by the Gwinnett County Board of Education. During the year, field trip contributions are requested for admission and transportation and are voluntary. If enough funds are not secured the field trip may be cancelled. No student will be denied access to or participation in any course funded by the Gwinnett County Board of Education or by the State of Georgia.

SCHOOL INSURANCE

School insurance brochures are available in the school office. Parents are responsible for providing insurance coverage or paying medical expenses in case of an accident.

Snacks

Students may bring a nutritious snack to school. **In compliance with state standards, students are not to bring food from “fast food” restaurants.** This includes carbonated drinks such as sodas.

Student Conduct

Our students are citizens of our school community. All students deserve a positive and orderly environment for learning. In order to achieve this, Simonton students have clear expectations for behavior and school rules that are consistent with our newly adopted and district supported Positive Behavioral Interventions and Supports (PBIS) Program as well as Gwinnett County Public Schools' policies for student management and discipline. The Positive Behavioral Interventions and Supports (PBIS) Program is a research-based framework proven to provide practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Students are encouraged to solve problems by taking responsibility for their actions, the consequences that result, and to develop plans of action that demonstrate positive ways to address difficult situations. Students that successfully follow Simonton behavior expectations will participate in school recognition and reward programs throughout the year. Ultimately, our goal is for Simonton students to develop into responsible, respectful and supportive



**Simonton Elementary School
PBIS School Wide Behavior Matrix**



Expectations	Classroom	Hallway	Restroom	Cafeteria	Playground	Bus	Programs & Events
I LEARN (Learning Behaviors) <ul style="list-style-type: none"> I ask for help. I respect others and their right to learn. I raise my hand to speak. I complete all assignments. 	<ul style="list-style-type: none"> I walk quietly on Level Q (zero). I keep my hands and feet to myself. I face forward and walk to the right side of the hall. 	<ul style="list-style-type: none"> I respect the privacy of others. I keep my hands and feet to myself. I flush the toilet when I am done. I wash my hands with soap and water. I turn the faucet (water) off after use. 	<ul style="list-style-type: none"> I stay in my seat and ask permission to get up. I use my inside voice and appropriate language. I keep my food on my plate or in my mouth. 	<ul style="list-style-type: none"> I keep my hands and feet to myself. I properly use all equipment. I share and take turns. I play safely. I enter the building on Level Q (zero). 	<ul style="list-style-type: none"> I keep bus aisles clear. I listen to the bus driver and follow directions. I keep my hands, feet, and objects to myself. I sit quietly and appropriately. 	<ul style="list-style-type: none"> I sit silently on Level Q (zero). I keep my hands and feet to myself. I pay attention to all guests and performances. I stay seated in one spot. 	
I LEAD (Leadership Skills) <ul style="list-style-type: none"> I know and follow all classroom procedures. I pay attention and participate. I help my peers. 	<ul style="list-style-type: none"> I go straight to my destination and arrive on time. I keep the hallways clean. I give personal space to others. 	<ul style="list-style-type: none"> I refrain from playing and use my inside voice. I respect school property. I keep the restroom clean. 	<ul style="list-style-type: none"> I know and follow all cafeteria rules and procedures. I clean up after others and myself. 	<ul style="list-style-type: none"> I include others. I use kind words. I line up when the teacher calls us. 	<ul style="list-style-type: none"> I walk to and from my bus. I follow all bus safety rules. I get to my bus on time. 	<ul style="list-style-type: none"> I enter and exit programs and events quietly. I face the speaker. 	
I EXCEL (Above & Beyond) <ul style="list-style-type: none"> I am a role model to my peers. I consistently learn and lead. 	<ul style="list-style-type: none"> I report all problems and incidents to adults. I pick up litter (trash). I consistently learn and lead. 	<ul style="list-style-type: none"> I go directly to the restroom and return to class promptly. I report all problems and incidents to adults. I consistently learn and lead. 	<ul style="list-style-type: none"> I report all problems and incidents to adults. I am respectful to cafeteria staff and custodians. I consistently learn and lead. 	<ul style="list-style-type: none"> I report all problems and incidents to adults. I am a role model to my peers. I pick up litter (trash). I consistently learn and lead. 	<ul style="list-style-type: none"> I report all problems and incidents to the bus driver. I am respectful to my bus driver. I consistently learn and lead. 	<ul style="list-style-type: none"> I am polite and respectful to guests. I greet visitors with a smile. I consistently learn and lead. 	

CONSEQUENCES OF STUDENT BEHAVIOR INFRACTIONS

Simonton administrators have broad discretion to determine consequences for student behavior infractions. The range of consequences for infractions assigned by a local school administrator may include, without limitation:

In addition to the information provided above, parents will receive a copy of the GCPS Elementary Student/Parent Handbook in August that outlines the code of conduct to be followed by all students to ensure a safe, secure and orderly environment in which to learn.

Please review the Simonton Discipline Plan on the next page.

Intervention Plan (Grades K-5)	Accelerated Plan (Grades K-5)*
1. Verbal warning	1. Verbal warning
2. Time out in classroom (10) / Lunch or T.D.P.E. Detention	2. Time out in another classroom (20)/ Lunch or T.D.P.E. Detention
3. Time out in another classroom (20) / Lunch or T.D.P.E. Detention	3. Visit with Assistant Principal or Principal
4. Behavioral Action Plan	
5. Visit with Assistant Principal or Principal	

*** After a parent phone call, student is automatically placed on the accelerated plan for 5 consecutive days.**

Student Dress Code

Student dress should not cause any distraction from the instructional program. Students are encouraged to dress appropriately for the school setting, suitable to weather conditions, and in good taste. Short skirts, short shorts, or halter tops/crop shirts are not considered appropriate dress for school. Hats, bandanas, and sweatbands should not be worn in school. Students should not wear any clothing that advertises alcoholic beverages, drugs, or violence. Students should wear shoes that allow for safe play at outside time and PE class. All shorts/skirts should come to the student's knee.

STUDENT RECORDS

Under the Family and Educational Rights and Privacy Act of 1974, parents have several rights. These include: the right to inspect and review

educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records of their child, the right to complain to the Family Educational Rights and Privacy Office about the school's failure to comply with the law, and the right to be informed of these rights just listed. To obtain a copy of Gwinnett County's policies on their compliance with the law, or to request the opportunity to inspect and review your child's records, contact your child's school.

STUDENT SUPPORT TEAM

The purpose of the Student Support Team (SST) is to allow teachers, parents and other educators to work in a collaborative manner to develop an intervention plan to address the needs of students who are not experiencing success. This group provides advice, suggests alternative teaching strategies or interventions, and may recommend writing an academic contract or referral for special testing.

Support Services

Our school has many programs and services which enhance the learning experience. These include physical education, art, music, media, science, technology, and classroom guidance lessons. In addition, special education and resource teachers work to promote school success for students identified with specific needs. These programs include English for Students of Other Languages, Early Intervention Program, speech and language therapy, learning and behavior disabilities, and gifted (FOCUS). Placement in many of these special needs programs is handled through the Student Support Team (SST) process in accordance with local, state, and federal guidelines.

Testing

Testing occurs throughout the school year. These include state, district and local assessments. Please refer to parent/teacher newsletter to see when upcoming tests are scheduled and plan ahead so that your child will be present during testing days. Due to changes in lunch schedules and seating limitations, there will be **no visitors to lunch on standardized testing days**. This will be communicated through the parent newsletters prior to testing and on the school website.

TEXTBOOKS AND SCHOOL ISSUED EQUIPMENT

The Gwinnett County Board of Education provides a variety of teaching materials. Books are expensive and must be properly cared for throughout the year. Students will be responsible for damaged or lost textbooks and school issued equipment (computer headphones, etc.).

Title IX Notice

If you believe you are being mistreated by school employees on the basis of race, color, religion, gender, national origin or handicap, please contact Joe Sanfalippo (Title IX Coordinator for Simonton ES) or Tamara Perkins (Title IX Investigator for Simonton ES) and inform them that you have a complaint about the manner in which you or your child were treated and why.

Transportation Procedures

- **BUS** - Gwinnett County provides bus transportation for all students. **Please help us diminish traffic problems and support our bus program by having your child ride the bus to and from school.** If you have concerns about the bus route or bus safety, please call the school or the Transportation Department at 770-513-6846. Each student is assigned a bus at the beginning of the year. If you move, or your permanent transportation changes, come to the front office to fill out a Simonton ES transportation change form.
Riding the bus is a privilege. Inappropriate behavior on the bus will result in an administrative referral and possible bus suspension.
- **CAR RIDER** - Students should be dropped off and picked up only through the Car Rider/Parent Pick-Up line.
 - Morning – Morning Drop Off will be from 7:45 until 8:15 am. Students should be in the building by 8:15 am in order to give them time to make it to their classroom before the bell rings. Staff will be on duty to monitor your child when you drop them off in the morning. They may not exit the car until the 7:45 bell has rung. If you are in the Car Rider line at 8:15 and your child has not entered the school, **they will be considered tardy. A sign will be posted when the bell rings.** If you see the sign, your child is already tardy and we ask that you drive around to the front. Park in a regular parking space to check your child in at that time. **Please do not attempt to drop off your child in front of the school prior to 8:15 am. In order to ensure the safety of all students, this is not allowed between 7:45 and 8:15 am.**
 - Afternoon - Remember to always have your car rider number displayed in your vehicle window. Enter the car rider lane and drive around to the sidewalk by the gym. Wait for a staff member to signal that it is safe for your child to enter or exit your vehicle from the passenger side only. Car riders will be dismissed to the gym where they will wait for their name/car rider number to be called.
- **TRANSPORTATION CHANGES** - It is very confusing to young children to alternate between day care, parent pick-up and buses. Additionally, accepting changes by telephone does not allow us to provide maximum safety measures for students. If transportation arrangements for students need to change on any given day, you must send a written note to your child's teacher. In this note, you need to include the following information: your child's name, your name, his/her usual transportation home, the new arrangements home and your signature. **We cannot accept requests by phone, e-mail or Class Dojo to alter arrangements.** A transportation change form must be issued from the school office in order for a student to ride a different bus. Students will not be permitted to board another bus unless they have a transportation change form which will be issued only for an emergency. These are available on our website and the weekly parent newsletter.

NOTE: There are a finite number of cars that can make it through the line during the thirty minutes. Students who ride the school bus will not be counted tardy if the bus arrives late; however, those who come as car riders (regardless of weather or traffic) are considered tardy after 8:15 am. Please plan to be in the car rider line no later than 8:00 to ensure your child will not be late.

Unscheduled Releases

Children will not be released from school at any unscheduled time without written explanation from the parent/guardian. A parent wishing their child to be released from school must check the student out in the office. Students checked out before **11:30 am** will be counted absent. Children are released from the office before 2:15 p.m. and only to parents or adults designated in our records. **Parents/adults will be asked to show a picture ID.** Please

do not go to your child's room to check him/her out. This policy helps to maintain a safe school.

VISITORS

Safety is a priority for all of us. There are guidelines that all parents and visitors must follow. All visitors who enter must report to the main office to sign in and **show a photo ID**. You must wear a visitor sticker at all times while on school property. During these visits, the regular school program must continue. All visitors must sign out before leaving the school.

As a courtesy to the teacher, we request a prior appointment be made for visitation and/or conferences 24 hours in advance. If you need to meet with a teacher, please schedule a time by contacting the teacher directly. In an effort to keep everyone safe and healthy, visitors will not be able to go to classrooms.

WITHDRAWAL PROCEDURES

Please notify the Simonton ES registrar and the teacher at least one week before your child is to withdraw from school. A Record of Pupil Withdrawal form will be sent home on the last day of attendance and should be given to the new school upon enrollment. Upon receiving the signed release of records from the transferring school, the student's records will be mailed to the new school.